

Chief, General Services Office

19 November 1953

Chief, Records Services Division

General Services Office Records Control Schedule

1. There is transmitted for approval and operational use, the records control schedule prepared for the Office of General Services. For your convenience, one copy of the schedule has been divided for transmission to each Division Chief. Transmittal letters are attached.

2. Pertinent facts pertaining to this schedule follows:

- a. All disposal actions, formally presented and granted in National Archives job No. 11NNA-182, have the concurrences of Division Chiefs'.
- b. The disposition of records maintained in the for other Offices of the Agency will be effected with the complete approval of these offices. Their formal concurrences have been obtained for all indicated actions.
- c. During its preparation, there was recommended the creation of what is considered a valuable documentary record. Specifically, reference is made to item 103b.

3. Your signature on the first page of the ribbon copy of the schedule will indicate your approval of all indicated actions. Upon such approval please return this copy for inclusion in the records disposition files.

Chief, Records Services Division

GSO/RSD/IMR:spj

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